



Job Opportunity

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, religious/political opinion, or discrimination filing.

May 6, 2009

ACCOUNTING TECHNICIAN

\$2,638 - \$3,209 per month

Under the direct supervision of the Senior Accounting Officer, the incumbent is responsible for Accounts Payable, Revolving Fund, and Encumbrance transactions.

DUTIES AND RESPONSIBILITIES:

- Prepare invoices for payment. Ensure all approvals and documentation are accurate and acceptable. Schedule invoices in CALSTARS for payment by the State Controller. Code and post expenditures to CALSTARS in compliance with budgetary coding guidelines. Prepare and collate Claim Schedules for transmittal. Review and correct outstanding Claims Filed for monthly reconciliation. Work with vendors to resolve issues with payments or outstanding invoices.
- Utilize CalATERS to review and audit all Travel Expense Claims submitted by Commission employees for compliance with existing laws, regulations, rules, and collective bargaining agreements. Post claims to Revolving Fund Register and CALSTARS. Reconcile accounts for amounts due employees and prepare register for reconciliation by the Accounting Officer. Take corrective actions to individual balance accounts by requesting refunds or adjusting amounts on subsequent claims.
- Enter timesheets into CALSTARS and monitor corrections. Assist the Senior Accounting Officer in the labor distribution process.
- Post purchase documents to CALSTARS as encumbrances. Maintain balance sheets within contract files and reconcile with CALSTARS. Analyze any discrepancies and take corrective action, as appropriate, to bring files and CALSTARS into agreement. Maintain records of outstanding purchase orders. Perform corrective actions at year-end to ensure validity of Accounts Payable accruals.
- Prepare daily deposits for receipts including checks and wire transfers. Resolve and correct any discrepancies involving bank deposits.
- Other duties, as required.

DESIRABLE QUALIFICATIONS:

- Good communication skills and the ability to interact professionally with staff and the public;
- Familiarity with CalATERS;
- Familiarity with personal computers – Microsoft Office Systems, Novell GroupWise Network Software and Access;
- Ability to work under tight timeframes and pressure;
- Good attendance and dependability;
- Good organizational skills and self-motivation;
- Good judgement and tact;
- Willingness to accept responsibility;
- Exercise a high degree of initiative, independence and originality in the performance of assigned tasks.

POSITION LOCATION:

100 Howe Avenue, Suite 100-South
Sacramento, CA 95825

Free Parking - Near Light Rail, bus routes & CSU Sacramento

HOW TO APPLY:

Submit resume & standard State application to:

California State Lands Commission
Attn: Personnel Office
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202

Telephone: (916) 574-1910

FINAL FILING DATE: Until Filled**WHO MAY APPLY:**

State employees with transfer eligibility, reinstatement eligibility, or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

Former State Employees with reinstatement eligibility or employment list eligibility.

Non-State employees who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.